

Your request for time off must be submitted and approved by management in advance.

EMPLOYEE INFORMATION

NAME:

TODAY'S DATE:

NUMBER OF DAYS REQUESTED:

STARTING ON:

ENDING ON:

I WILL RETURN TO WORK ON:

TYPE OF REQUEST

☐ VACATION

☐ LATE

☐ PERSONAL LEAVE

☐ FAMILY AND MEDICAL LEAVE

☐ FUNERAL/BEREAVEMENT LEAVE

☐ TIME OFF TO VOTE

☐ JURY DUTY

☐ OTHER

COMMENTS

EMPLOYEE CERTIFICATION

I understand that time away from work is subject to management approval and company policies.

Employee Signature: _____ Date: _____